

Position Requirements Document Cover Sheet**Position Number: 14009****Classification: Management Analyst, NH-0343-02****Local Title:****Employing Office Location: Orlando, Florida****Duty Station: Orlando, FL****Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology)
ASA(ALT)****1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO
STRI)****2nd Div: Project Support Group****3rd Div: Contracts Directorate****4th Div:**

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Kim D. Denver**Title: Director, Directorate of Contracts****Signature: //S// Date: 22 Nov 06****Higher Supervisor or Manager: Traci A. Jones****Title: Project Support Executive****Signature: //S// Date: 22 Nov 06**

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: James T. Blake**Title: Program Executive Officer, PEO STRI****Signature: Michael Lozano, NAVAIR HRO for Date: 30 Nov 06****FLSA: Exempt****Drug Test:****Key Position:****Sensitivity: NCS****Reason for Submission: New****Previous PD Number:****Envir. Diff:****Acq Posn Category: K****Acq Career Level: I****Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure: [] Public Financial****[] Supervisor [] Manager****BUS Code: 7777 CL: 1101****Emergency Ess:****OPM Functions Code:****Status: Competitive****Subject to IA:****Mobilization:****Career Prg ID:****CAPL Number:****Acq Posn Type:****Acq Prog Ind:****Career Spec – Sec:****Mobility:****[X] Confidential Financial****[X] Neither****Citation 1: OPM PCS Mgt & Program Analysis Series, GS-343, Aug 90****Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99**

Acquisition Workforce Demo Project
Positions Requirements Document

I. Organization information:

Position is located in the Directorate of Contracts of the Program Executive Office for Simulation, Training and Instrumentation (PEO STRI).

II. Position information: Management Analyst, NH-0343-II.

III. Duties:

1. Performs management analysis surveys and studies of assigned programs with primary interest on the utilization on types of personnel (contractor or government), functional relationship, manpower cost, and workload factors so that the end result reflects optimum organizational structures, accurate financial and financial statements, and appropriate fulfilled requirements. Identifies problem areas, determines causes, and develops recommendations for solutions. Develops presentation formats, presents findings, conclusions, and recommendations to the appropriate manager. Maintains TDA and staffing plan. Manages all personnel recruit actions and works in conjunction with the SETA COR to monitor the overall effort for SETA contractor support.
2. Provides assistance in the analysis of basic regulations, directives, and program guidance; interprets and disseminates required information to divisions. Maintains cognizance of and applies required management analysis of regulations, policies, and directives. Guidelines are frequently general and their use requires exercising a minimum degree of judgment in selecting and applying guides and in interpreting and resolving conflicts between existing guides.
3. Assists in the review, evaluation, and preparation of replies to reports of the Program Executive Office (PEO) which bear on manpower management. Provides manpower utilization data to DA Study Teams and other agencies as required.
4. Assists in the development of policies, procedures, and methods required for accomplishing the execution of activities associated with proper management and control of all programs within the Contracts Directorate to ensure proper organizational management. Monitors the implementation of related procedures by all Government agencies and industry having an interest in or concern with the program. Evaluates the progress of contract programs in relation to the effective and timely execution of goals and objectives. Serves as the focal point for directorate's metrics. This includes collecting information to generate metric reports on DAWIA certifications, IDP and CLP status, SETA Contractor Data, monthly planned division obligations, and personnel socio-economic information.
5. Collects, reviews, and analyzes schedules, managerial reports, financial reports, and other pertinent data received from director, deputy directors, and support personnel to determine contract status. Identify areas where the contracts are not progressing or being accomplished as planned. Measures progress in relation to requirements, planned schedules and goals of the Program Managers and project directors. Reviews the

interrelated and dependent steps and processes then identifies the basis for impacts on the contract and workforce. Keeps management informed of status of contracts, trends, failures to meet objectives and any potential problems. Management processes analyses cover cost management activities, contractor support, contracting cost, etc. Has frequent contact with all entities involved in the study or program.

6. Investigates areas of concern; participates in meetings and makes contacts to obtain additional or clarifying data required to resolve problem. Analyzes problems and difficulties encountered in the contract development and provides guidance to other contracting personnel, directorates, other government agencies, and contractors to assist in initiating and expediting appropriate actions. Coordinates with agencies and contractors to assure that methods being employed for developing data required for evaluating contract progress in terms of overall plan and objectives will provide meaningful data and that it can be furnished in a timely and efficient manner.

Performs other duties as assigned.

IV. Factors:

Factor 1: Problem Solving

Level II

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts administrative activities for projects. Develops, modifies, and/or applies rules, procedures, or operations to resolve problems of moderate complexity/difficulty. Independently plans and executes assignments, resolves problems and handles deviations. Identifies and adapts guidelines for new or unusual situations.

Factor 2: Teamwork/Cooperation

Level II

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately. Works with others to accomplish tasks. Resolves administrative problems; facilitates cooperative interactions with others. Guides others and coordinates activities in support of team goals. Proactively functions as an integral part of the team.

Factor 3: Customer Relations

Level II

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the administrative efforts of individuals or team members as they interact with customers. Independently interacts with customers to understand customer needs expectations. Interacts independently with customers to communicate information and coordinate actions.

Factor 4: Leadership/Supervision

Level II

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promote commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Actively contributes as team member or leader; takes initiative to accomplish assigned projects. Guides others in accomplishing projects. Coordinates appropriately with others to complete tasks within established guidelines.

Identifies and pursues individual/team developmental opportunities.

Factor 5: Communication

Level II

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Interprets and communicates administrative procedures within immediate organization. Prepares, coordinates, and consolidates documents, reports, or briefings. Communicates/presents internal administrative/functional procedures and tasks internally and externally.

Factor 6: Resource Management

Level II

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Identifies and uses resources to accomplish projects. Plans resources to achieve project schedules. Effectively accomplishes projects within established resource guidelines.

Security Clearance and Travel Requirements:

Incumbent must be able to obtain and maintain a Secret Security Clearance.

May be required to travel with the U.S. by commercial aircraft.

Knowledge, Skills, and Abilities (KSAs) for Qualification Purposes

Ability to plan and execute complex multi-faceted projects.

Ability to recognize and analyze problems, to conduct research, summarize results, and to make appropriate recommendations.

Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze budget impacts on programs; and to forecast long-term funding requirements.

Ability to develop and utilize appropriate data collection techniques.

Ability to use Standard Procurement System for reports and metrics.

Ability to interface with Senior Executive Service and General Officers

Knowledge of basic contracting authority and policy.

Ability to communicate orally and in writing.